

Invoice Preparation for Daily Submission

Notice #08-14

County Clerk Notice

September 2008



Highlights

- Submitting documents properly helps Revenue ensure that the transaction is handled properly
- The Department of Revenue requires documents to be sent by clerks in a certain order
- Each county clerk office should follow these procedures when submitting documents to Revenue for processing

INTRODUCTION

This notice is intended to establish a standard for county clerks to follow when submitting invoices and paperwork to the Department of Revenue for review and processing.

The Department of Revenue (DOR) requires standardizing the order of invoices and paperwork to ensure timely processing of documents and to reduce errors.

DISCUSSION

Definitions:

- Cover Sheet – A cover sheet is a sheet of paper placed in front of a questionable item, group of incomplete work, or batch of completed work that provides comments or concerns relative to work submitted for DOR review.
- Julian Date - A Roman clarification of a particular day in a calendar year. When reflecting this date, please use a two-digit year abbreviation followed by a three-digit date (no spaces or dashes). (Examples: February 1, 2008 – the 32nd day of the year - would be shown as 08032, while November 5, 2008 – the 310th day of the year - would be shown as 08310.) All invoices must use the Julian Date. If you need assistance in determining this date, please use the following web site: <http://www.fs.fed.us/raws/book/julian>.
- Patch Code - A patterned bar (with no identification code) used to trigger the scanner to generate a title and/or registration only (RO) number. These codes are preprinted on several forms used by Revenue.

Procedures:

Each invoice should be submitted in the following order:

1. County Clerk Check
2. RS5 - Daily Remittance Statement
3. Printed or Typed Completed Invoice
4. Items Requiring Special Review with cover sheet (includes questionable titles and other items needing review by Revenue)
5. Disabled Placards
6. Temporary Operation Permits (TOPs)
7. Sales Tax, Title Fraud, Undercover, and Errors
8. Daily Recap Sheet
9. Void Sheet
10. Non-Issued Registrations
11. Non-Issued Titles
12. County Issued Registrations (in ascending order)
13. County Issued Titles (in ascending order)

Please Note: Some counties will omit some of the listed items if those items are not issued in that county. (Example: Disabled Placards & Temporary Operation Permits.)

Batches Within the Invoice

➤ *Work should be separated and cover sheets used*

- Please separate work into batches consisting of titles issued, titles not issued, registrations issued, and registrations not issued.
- In front of each batch, there should be a cover sheet to indicate the exact type of applications that are in the batch.
- Title and Registration numbers must be in ascending order.

Individual Application Requirements

➤ *Specific instructions for applications*

- Please draw a line through the title or RO county issue number if it was issued in error and the state is to issue a new number.
- Each set of documents must have only one patch code application (multi-purpose application) on the top of the paperwork. If additional applications are submitted because of signature, the patch code must be removed and those applications placed behind the other application. Also, if any other forms contain a patch code, the patch code must be removed.
- All written or typed notes placed in the paperwork will be scanned and become part of the permanent record.
- When a newspaper article is needed to support the application, please submit the name, date, and the portion pertaining to the vehicle associated with the application.
- Placeholders should not be used.

Other Suggested Helpful Tips

While not required, the following tips will help Revenue more efficiently process documents submitted by each county clerk office:

- All of the paperwork attached to the application should have neat perforations. This includes tear-offs at the top of any document and the margins of dot-matrix printouts.
- All documents should be aligned with the upper left hand corner. Renewal forms should be placed in a horizontal position.
- Remove all excess staples, rubber bands, and paperclips from the paperwork.
- Any document that does not conform to the dimensions of the multi-purpose application, which is 8.5 x 11 inches, should be folded from the bottom of the document up and over the front of the document.
- Any short or long Certificate of Title displaying a barcode should be upside down.
- For any form that has a carbon copy attached, please tear off and discard the carbon copy.
- When stapling the paperwork together, please do not staple through the patch code of the multi-purpose application. There should be only one staple placed in the upper left hand corner of the application below the patch code.

Additional Information:

➤ *Assistance is available from Revenue if clerks have questions*

For questions relative to vehicle titling and registration, please call our vehicle services call center at 615/741-3101 or our county clerk support staff - Billy Trout (615/741-4177), Kathy Duncan (615/532-6908), or Belinda Boddie (615/253-4073). More information is also contained on our Web site, www.Tennessee.gov/revenue.

The information provided here is current as of the date of publication but may change as a result of new statutes, regulations, or court decisions. While this notice is intended to be comprehensive, events and situations unanticipated by this notice may occur. In such cases, you should contact the department for further guidance.